

MEMORANDUM

To: Tommy Case; Theresa Rakes

From: Mike Silverman

Date: March 30, 2012

Re: **Commonwealth IT Assessment – Status Report #4**
March 1, 2012 – March 31, 2012

Executive Summary

During this reporting period, PTI developed our findings and prepared the associated findings validation workshop materials. The findings validation workshop will occur on April 4. Two sessions are scheduled, one with agency CIOs and finance officers in the morning, and a second workshop with cabinet secretaries in the afternoon. Related materials have been previewed with secretaries Lassiter and Flanery.

Commonwealth personnel continue to review the expenditure and staffing figures used for our analysis, and we have responded to related questions as needed.

We have scheduled the recommendations workshop for April 30. Accordingly, our team has begun work on the recommendations.

The relatively short time period between the findings and recommendations workshops will limit our ability to review materials with the Commonwealth prior to the session. We have a walk through calendared on April 23. We would like to schedule at least one call prior to the materials review to ensure that the Commonwealth stays apprised of our thinking as we progress.

The report delivery schedule is also compressed. The current work plan has PTI delivering the draft report on May 22, and the Commonwealth providing feedback on the 30th. The latter will require a concerted effort on the part of the Commonwealth to collate and consolidate comments. We typically review the comments in detail via conference call. This call will have to occur on or immediately after the 30th in order for us to make the due date for the second draft.

No issues exist.

Tasks Completed/In Progress

The following table presents our current task completion status.

Task	Completion %
Project Management	
PM.1 Manage Project	60%
PM.2 Develop and Distribute Information Request	100%
PM.3 Conduct Training for PTI Data Collection Tools	100%
Phase 1: Assessment	
1.1 Review State and Cabinet/Agency Data and Documentation	100%
1.2 Conduct Interviews	100%
1.3 Conduct State IT Best Practices Research	100%

Commonwealth IT Assessment – Status Report #4

March 30, 2012

Page 2

Task	Completion %
1.4 Evaluate Current IT Governance	100%
1.5 Analyze IT Funding	100%
1.6 Analyze IT Spending	100%
1.7 Assess IT Organization and Service Delivery	100%
1.8 Assess IT Workload Drivers	100%
1.9 Assess Service Catalog	N/A
1.10 Develop Findings	90%
1.11 Conduct Findings Validation Workshops	20%
Phase 2 – Strategy Development	
2.1 Develop IT Sourcing Evaluation Indicators	50%
2.2 Develop Recommendations	20%
2.3 Develop IT Service Catalog Measures	N/A
2.4 Conduct Recommendations Validation Workshops	0%
2.5 Prepare First Draft IT Assessment Report	0%
2.6 Prepare Second Draft IT Assessment Report	0%
2.7 Prepare Final IT Assessment Report	0%
2.8 Deliver Final Presentation	0%

Plans for Next Period (April 1, 2012 – April 30, 2012)

In April we will conduct the findings validation workshops, develop our related recommendations, and facilitate the recommendations validation workshops. We will also begin writing the draft report.

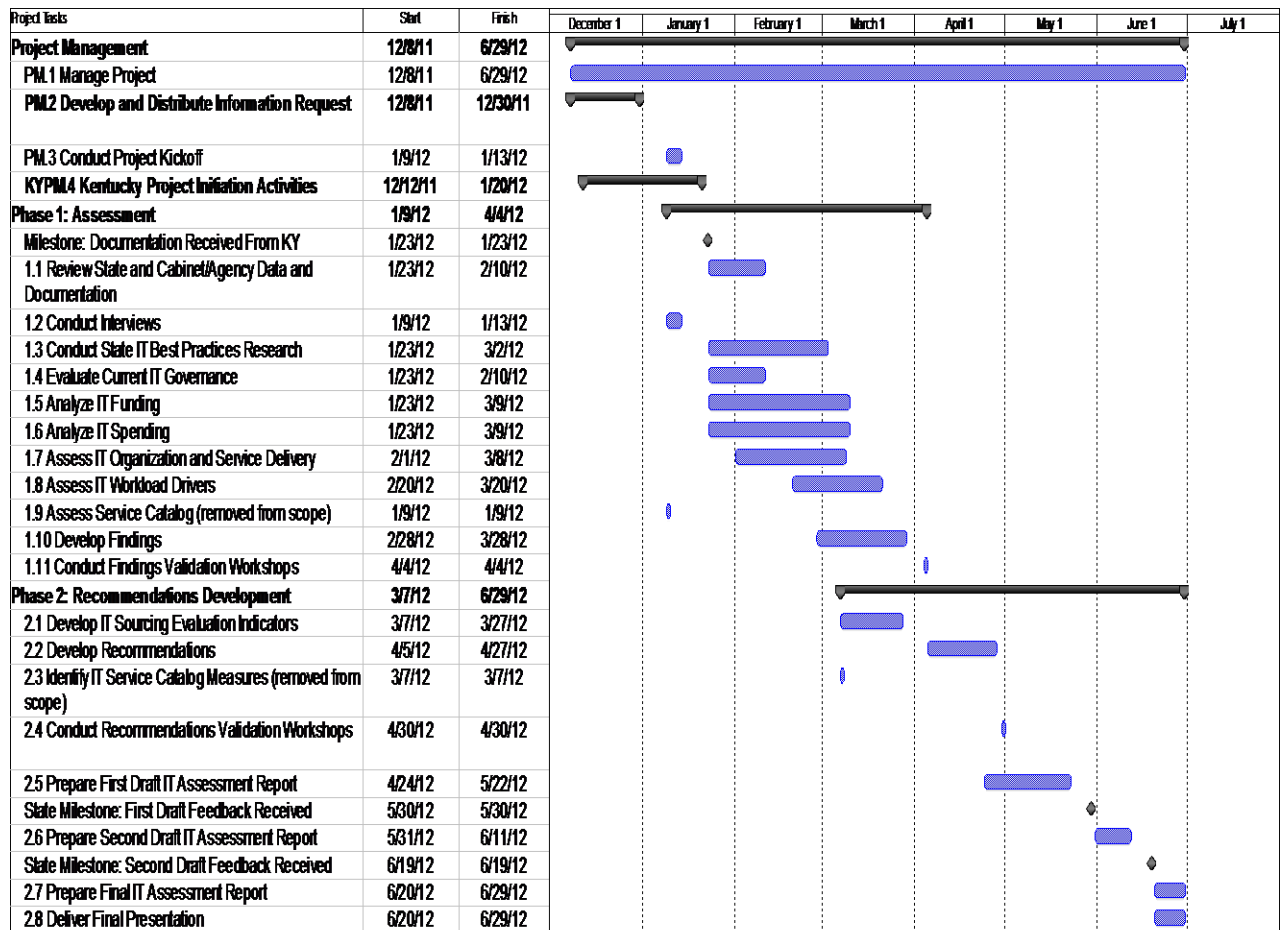
Project Schedule

The following Gantt chart presents the current project timeline.

Commonwealth IT Assessment – Status Report #4

March 30, 2012

Page 3



Issues/Resolution

There are no issues to report at this time.